



OFFICE OF PUBLIC INSTRUCTION**PO BOX 202501****Linda****McCulloch****HELENA MT 59620-2501****Superintendent****www.opi.mt.gov****(406) 444-3095****1000\ 221 0202**

April 2005

To: OPI MASS Representatives

From: Madalyn Quinlan, Chief of Staff

Subject: Summary of OPI Activities

Here is a summary of the current activities at the Office of Public Instruction for April. This summary can also be found at www.opi.mt.gov/MASSUpdates/. If you would like to be added to a Listserv to receive the Summary of OPI Activities each month, please register at <http://www.opi.state.mt.us/regforms/OPIActivities/>.

Office of the State Superintendent

Highlights of State Superintendent Linda McCulloch's Activities for March:

- Celebrated Dr. Suess' birthday reading to elementary students at Rossiter Elementary in Helena
- Participated in weekly Ed Forum meetings
- Filmed an Aging Horizons show for senior citizens regarding education legislation
- Visited the Career and Technical Education student display at the Capitol
- Interviewed live on Yellowstone Public Radio regarding education legislation
- Numerous T.V., radio and newspaper interviews
- Testified on numerous education bills
- Testified on HB2, the state funding mechanism bill, before the House Appropriations Committee
- Met with Lewis & Clark County Health Department representatives and Capitol High Link Crew regarding tobacco prevention programs
- Met with students visiting from Turner High School, Turner; Scobey High School, Scobey; Sidney High School, Sidney; Sussex School, Missoula
- Filmed video messages for the School Bus Driver Annual Conference and the FFA 75th Anniversary Convention
- Participated in several work sessions with the AYP Leadership Group
- As a board member, participated in the State Land Board, the Board of Public Education and Board of Regents
- Conducted the OPI monthly Cabinet Meeting
- Met with Lt. Governor John Bohlinger and Boys and Girls Clubs national and state representatives
- Participated in a panel at Montana State University- Billings regarding NCLB and Highly Qualified Teachers
- Participated in a state-wide video conference with legislators on K-12 funding
- Met and visited with elementary school children for "Children's Day at the Legislature"
- Gave welcoming addresses to the MASS Conference and the MTSBA Day of Advocacy

"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."

- Met with representatives for Intel Computers, Center for Digital Education, Georgia Department of Education, Technical Systems Integrators of Missoula and the Manufacturing Center at MSU
- Spoke to the League of Women Voters regarding pending legislation affecting schools
- Met with the Class AA School Superintendents
- Participated in job shadowing with high school and college students
- Addressed tribal college representatives at the Rural Systemic Initiative and Leadership Development for the Master Teacher Program Conference.
- Participated with John Lawrence, Congressional minority staff director of the Committee on Education and the Work Force, in a radio interview for NPR conducted by Brian Kahn for the program "Common Ground"
- Hosted "Lunch with Linda" for the OPI staff

New Indian Education Page for Parents

Superintendent McCulloch has created an OPI Indian Education Page for parents at <http://www.opi.state.mt.us/parents/IndEdParent.html>. Information and resources can be found regarding Indian Education in Montana on this new Indian Education page. There is also a link to the Montana Indian Education Association and its upcoming Parent Forum April-2-5, 2005. OPI Contact: Jan Lombardi, 444-1641, jlombardi@mt.gov or Everall Fox at 444-3103 or efox@mt.gov.

OPI Legislative Page

The 59th Legislature is moving forward on defining quality education, designing a funding system and funding K-12 public schools. The OPI legislative page <http://www.opi.state.mt.us/Superintendent/LegUpdates05.html> can help you keep informed on legislative bills, education committee meetings, updates on OPI bills, and more.

Disaggregated Enrollment Collection for 2005 Testing Cycle

Please remember that the Office of Public Instruction is collecting disaggregated enrollment data in March and April 2005 in conjunction with the CRT testing. Schools are asked to report school enrollment as of the last day of the school's CRT testing window. The report format for the March collection is similar to the disaggregated enrollment report that was included in OPI's Annual Data Collection in the fall. The disaggregated enrollment form requires schools to report school populations by grade level, gender, and racial/ethnic categories. Within these subgroups, schools will be asked to report the numbers of students that have been identified as students with disabilities, students with limited English proficiency, migrant students, and students who are eligible for Free and Reduced Lunch programs.

Schools need to report enrollment for all grades and all students, not just the grades and students that are tested. If your school does not test any students in grades 4, 8 or 10, please use March 30 as your enrollment reporting date. The enrollment reports are due to your county superintendent by April 15, and to OPI by April 22, 2005.

The on-line report forms are available at <http://www.opi.state.mt.us/adsc/Index.html>. OPI Contact: Linda Atwood, 444-6712 or latwood@state.mt.us.

May Board of Public Education Meeting

The Board of Public Education will hold its next regular meeting May 12-13, 2005, at the Montana School for the Deaf and Blind, Great Falls, Montana. Tentative agenda information items from the Office of Public Instruction include: the Superintendent's Report, a No Child Left Behind Update, and Assessment and Accreditation reports. Agenda action items include

Accreditation issues and a Healthy Schools Network recommendation on tobacco use. Contacts are Board of Public Education Executive Secretary **Steve Meloy** smeloy@bpe.montana.edu (406) 444-0300 or Deputy Superintendent **Bud Williams** budwilliams@mt.gov (406) 444-7325.

The Forum Unified Education Technology Suite

The National Forum for Education Statistics has developed a new resource to assist schools with their technology development. The Forum Unified Education Technology Suite presents a practical, comprehensive, and tested approach to assessing, acquiring, instituting, managing, securing, and using technology in education settings. It will also help individuals who lack extensive experience with technology to develop a better understanding of the terminology, concepts, and fundamental issues influencing technology acquisition and implementation decisions. This online resource combines and updates four previously existing NCES/Forum publications: *Safeguarding Your Technology* (1998), *Technology @ Your Fingertips, Version 2.0* (2001), *Technology in Schools* (2002), and *Weaving a Secure Web around Education* (2003). Please follow http://nces.ed.gov/forum/pub_tech_suite.asp to the publication. OPI Contact: Madalyn Quinlan, 444-3168, or mquinlan@mt.gov

Educator Licensure

On-line Renewal Update

In January, Educator Licensure conducted an audit of renewals submitted by educators last year. The audit included those who renewed online and those who used the paper application but did not submit documentation with their application. Because the online renewal process is so new both in Montana and surrounding states, to build statistical validity and verify our own procedures, we audited 100% of the renewed licenses.

When the audit process is complete, we will analyze the process and make improvements. Many thanks to all the educators who complied with our request for documentation. For questions surrounding the renewal audit or any educator licensure issue OPI Contact: Elizabeth Keller, Educator Licensure Manager, 406.444.3150, ekeller@mt.gov

Assessment

Jump Newsletter

The March 2005 issue of JUMP, the OPI online assessment newsletter, is online at <http://www.opi.mt.gov/assessment/JUMP.html> . OPI Contact Judy Snow jsnow@mt.gov, 444-3656.

MontCAS Test Results Data Verification Schedule Spring 2005

For both the Criterion-Referenced Test (CRT) and the Norm-Referenced Test (NRT), important opportunities to review and verify data are provided by the testing contractors. In the table below is information for each test.

CRT and CRT-Alternate	April 13-20	<ul style="list-style-type: none"> System test coordinators review demographic data that their systems submitted in student response booklets (and/or for bar code labels). Measured Progress will provide this online data verification http://iservices.measuredprogress.org. If a system does not verify its data during this verification period (April 13-20), reports will be produced based upon the information collected during the bar code process or coding at the time of testing. AYP calculations will be based on this data. System test coordinators can expect an instruction memo from
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		Measured Progress including a unique password April 4.
NRT	April 18 - May 10	System test coordinators review their score reports for The Iowa Tests within ten business days of receipt for discrepancies that affect system summary results. Instructions for reviewing score reports will be included in the results shipment.

MontCAS Testing Windows Spring 2005 and Spring 2006

Testing windows for the Criterion-Referenced Test (CRT), the Criterion-Referenced Test-Alternate (CRT-Alt), and the Norm-Referenced Test (NRT--The Iowa Tests) have been set for the spring of 2006. The table below shows the windows for both spring 2005 and 2006.

Spring 2005	Feb. 14 - March 30	Phase 2, CRT-Alternate	Grades 4, 8, 10 Reading and Math
	March 7 - March 30	Phase 2, CRT	Grades 4, 8, 10 Reading and Math
	March 23 - April 13	Phase 1, NRT and NRT Alternate Assessment Scales	Grades 4, 8, 11 Language Arts, Reading, Math, Social Studies, and Science
Spring 2006	Feb. 13 - March 29	Phase 2, CRT-Alternate	Grades 3-8 and 10 Reading and Math
	March 6 - March 29	Phase 2, CRT	Grades 3-8 and 10 Reading and Math
	March 22 - April 12	Phase 1, NRT and NRT Alternate Assessment Scales	Grades 4, 8, 11 Language Arts, Reading, Math, Social Studies, and Science
NOTE: To accommodate the variety of spring breaks and to facilitate scheduling, the CRT and NRT windows overlap.			

Department of Education Services

Electronic ESEA 2005-06 Annual Consolidated Application for Federal Programs

The ESEA 2005-06 Annual Consolidated Application for your district will be ready for you to access and download mid-April. If you are the Authorized Representative for more than one district you will receive a separate e-mail notice for each district. The message containing the link to your application will be sent to your school district's official e-mail account. The application will be due at the Montana Office of Public Instruction (OPI) by May 30, 2005. This official e-mail describes the training available to help you complete the application. To the extent possible, applications will be pre-filled with your district-specific information as submitted in the 2004-05 application for ESEA funds.

OPI Video-On-Demand (VOD) Training

Instructions for completion of the ESEA 2005-06 annual consolidated application will be provided through Video-On-Demand (VOD) training. The Web address for the training will be located on the OPI Federal Program Web page mid-April.

METNET/Vision Net Question and Answers Teleconference

A METNET/Vision Net Question and Answer Teleconference will be held April 28, 2005 from 3:00 p.m. to 5:00 p.m. The purpose of this teleconference is to address concerns or directions

not included in the VOD training and are not to provide in-depth instructions on completing the application. Please watch the Video-On-Demand training before the teleconference. You may submit questions until 4:30 p.m. the day of the teleconference. Contact information for submitting questions is as follows: telephones are (406) 444-1852 or (406) 444-1951; fax is (406) 444-1373; or e-mail is drosenthal@mt.gov. Pre-registration is required for the teleconference and must be submitted to the OPI no later than 5:00 p.m. April 25, 2005. The Web address for the conference pre-registration is <http://www.opi.state.mt.us/FederalPrograms/Index.html>. The teleconference will answer questions otherwise not covered in the VOD for ESEA Title I, Part A – Improving Basic Programs Operated by LEAs; ESEA Title II, Part A – Teacher and Principal Training and Recruiting; ESEA Title II, Part D – Educational Technology; ESEA Title IV, Part A – Safe and Drug-Free Schools and Communities; ESEA Title V, Part A – Innovative Programs; ESEA Title VI, Part A, Subpart 2 – Transferability of funds; and ESEA Title VI, Part B, Rural Education Initiative, Subpart 2 – Small Rural Schools, Subpart 1 – Rural Low Income.

OPI Contacts: Nancy Coopersmith by telephone (406) 444-5541 or Carol Gneckow (406) 444-2417 or by e-mail cgneckow@mt.gov if you have questions.

2004-05 Montana Enrollment Booklet

The 2004-05 Montana Enrollment Booklet is now available for download at the following link: http://www.opi.state.mt.us/measurement/Measurement_Data.html

OPI Contact: Andy Boehm, Research Specialist, (406) 444-0375, aboehm@mt.gov

Non-Public School Federal Programs Participation

The 2005-06 Nonpublic School Participation in Federally Funded Programs packet was mailed to all public school districts the week of March 7, 2005. By Wednesday, April, 27 2005, each public school district that plans to participate in federal programs for the 2005-2006 school year, and has nonpublic schools within its boundaries, must inform the nonpublic schools of their right to participate in federal programs and complete the:

Nonpublic School Participation in Federally Funded Programs- Public Districts Summary form

Opportunity to Participate in Federally Funded Programs by Nonpublic Schools form, from only the nonpublic schools wishing to participate

Send the completed forms to Andy Boehm, Office of Public Instruction, Box 202501, Helena, MT 59620-2501. If you have questions about completing these forms, or have not received a copy of these forms, please contact Andy Boehm at (406) 444-0375.

School Budgeting and Accounting

OPI Hires New School Finance Division Administrator


In late March, the OPI hired Denise Ulberg as Administrator of the School Finance Division. Denise is a CPA and received a degree in accounting from MSU Bozeman. Before coming to OPI, she served 7-1/2 years as a district clerk for East Helena Schools and Amsterdam School in Gallatin County. Denise also previously worked for the Gallatin County Auditor, assisting schools and the county superintendent with financial issues, audits, and financial reporting. Denise has been with OPI for the past 3 years in the School Finance Division on special projects. Denise's broad background in school finance, governmental accounting, and hands-on experience as a school business manager/clerk make her an excellent fit for this

challenging position. Ulberg replaces Joan Anderson, who was promoted to Assistant Superintendent of Operations for OPI in January.

Training for New Clerk/Business Managers

The Montana Association of School Business Officials (MASBO) will hold a 2-day training session for new (and almost new) clerks in Helena on April 12 and 13, 2005. MASBO representatives will present numerous basic and advanced topics-payroll, elections, paying the bills, and reconciling the accounts, to name a few. This session is vital for new clerks, and will provide useful information even for experienced clerks, county superintendents, county treasurers, and anyone else interested in school finance. **To register, call Lynda Brannon at 442-5599 or email her at masbo@in-tch.com**

Election Manual Update

Recently, the MASBO Election Committee completed an update of the School Election Handbook. The updated manual is accessible on OPI's website at <http://www.opi.state.mt.us/pdf/SchoolFinance/forms/ElecHandbook.pdf> or on MASBO's website at <http://www.masbo.com/public.html>. 

Watch for 2nd Semester Transportation Claims in Mid-April

TR-5 (Individual Transportation Claim) and TR-6 (Bus Route Transportation Claim) forms for second semester reimbursement will be posted on the Internet during mid-April. Completed claim forms are due to the county superintendent by May 10 and the County Superintendent will send the completed forms to OPI by May 24. OPI will send each district and county superintendent an official email containing links to the claim forms. Contact: Maxine Mougeot, (406) 444-3096, or mmougeot@mt.gov.

Check Your Grant Cash Requests

It's Spring already--and that means it is time to review all district and cooperative grant projects to make sure your district has submitted a cash request for funds. Delaying use of grant funding can result in losses if funds are not obligated by the deadlines. OPI federal accountants are available for questions: Jurenne Fuchs, (406) 444-2560, jfuchs@mt.gov; Pat Dawes, (406) 444-3408, pdawes@mt.gov; Madilon Beatty, (406) 444-4403, mbeatty@mt.gov.

OPI Distributes Indirect Cost Rate Applications for FY06 Grant Projects

Applications for indirect cost rates for FY 2005-06 are now posted on the OPI website at <http://www.opi.state.mt.us/schoolfinance/acct.html>. Indirect cost recoveries are OPTIONAL; but you must have a rate approved by OPI if you intend to claim indirect cost recoveries from grants in FY06. The OPI-approved rate can be used on state and federal grants, including grants administered by OPI or received directly from a federal agency or another state agency. Application forms are due back to OPI by May 31, 2005. **OPI Contacts: Jim Oberembt, (406) 444-1257 or joberembt@mt.gov.**

Revised Guidance on Microsoft Settlement

Some school districts are asking how to code revenue received from a lawsuit from the Microsoft settlement.

We are suggesting school districts deposit the revenue to the fund which made the expenditure using Miscellaneous Revenue source 1900 or declare the funds a local project, deposit to Fund 15, use revenue source 1900 Miscellaneous Revenues and assign a 3 digit project reporter code. This is how eRate Refunds are treated. If the funds are deposited to the Technology or

Flex fund, the school district may have to adopt a budget amendment to spend. It would not be appropriate to treat these funds as an abatement to current year general fund expenditures. Guidance can be found in the following:
<http://www.opi.state.mt.us/PDF/schoolfinance/Acct/MICROS~1.PDF>

Accreditation Division

Montana Surveys of Enacted Curriculum

A brochure introducing a new research-based tool, the Surveys of Enacted Curriculum (SEC), has been mailed to all schools. The brochure highlights the basic aspects of the SEC model, and it is intended to illustrate the power of SEC in assisting schools and districts in their alignment of curriculum, instruction, assessment, and professional development. The brochure also outlines the MSEC Project which is a Title II Part A initiative designed to support the adoption of the SEC model by districts.

Based on surveys completed by teachers, schools can easily study visual representations of the content taught and the instructional approaches used in their classrooms and then compare these visual representations with data gathered from the state standards and assessments. As part of the Montana Five-Year Comprehensive Plan process, the SEC model can be one effective way to strengthen the ongoing dialogue about continuous school improvement.

If you did not receive a brochure, a copy is available at our Web site-
<http://www.opi.state.mt.us/Accred/Index.html>. OPI Contact for information or interest in bringing SEC to your school: Al McMilin at (406) 444-4436 or amcmilin@mt.gov, or Margaret Bowles at (406) 444-0716 or mbowles@mt.gov.

Planned Timeline For 2005 Annual Yearly Progress Process

The timeline for the 2005 Annual Yearly Progress (AYP) process is as follows:

April-May	Technical assistance provided to districts and schools for completion of Effectiveness Reports of the 5 Year Comprehensive Education Plan (5 YCEP)
May 9-June 17	ADC window open for districts and schools to complete Effectiveness Report of the 5 YCEP
June 17	Effectiveness Reports of the 5 YCEP due to the OPI
July 13	Small Schools Review Process
July 19	Proposed AYP determinations for calculated and small schools processes mailed to districts and schools
July 19-August 18	AYP appeals received at the OPI
August 19	Final AYP determinations mailed to districts and schools
September-June	Technical assistance and professional development support for districts and schools in need of improvement
October	Effectiveness Reports of the 5 YCEP not submitted June 17, 2005, due to the OPI

As announced previously, schools may choose to submit their 2004 Effectiveness Report of the 5 YCEP, amend or modify last year's report, or submit a new report by June 17, 2005. Schools that choose not to submit a new Effectiveness Report during the June period must submit their 2005 Effectiveness Report with the fall Annual Data Collection. Districts that choose to submit the 2005 Effectiveness Reports in October must be aware that the 2004 Effectiveness Report will be used for schools in the Small School Review Process in July of 2005.

Information on the technical assistance to be provided to districts and schools will be released in early April. The sites and dates of teleconferences, as well as other forms of technical assistance, will be announced through official e-mail and posted on the OPI Web page. OPI Contact: Margaret Bowles, (406) 444-0716, mbowles@mt.gov

Montana Prepared First Year Teacher Assessment Survey

The New Teacher Assessment Survey will be posted on the OPI Web site May 2 through June 3, 2005. During this time, the Office of Public Instruction requests that all Montana-prepared first year teachers and their supervising administrators complete the Web-based survey to assess professional preparation, readiness, and future development needs of our first year teachers.

The survey will be located on the accreditation home page under related links. Teachers and administrators will need a password and user ID to get into the survey. Teachers will enter with the USERID **teacher** and password **survey**. Supervising administrators will enter with the USERID **administrator** and the password **survey**. Completion of the survey will take ten to fifteen minutes. All information provided is confidential, and any survey results shared by the OPI with institutions of higher education will not include any information identifying teachers or geographic locations.

This survey is a very important first step in determining the immediate professional development needs of our first year teachers. Also, the feedback to the colleges and universities will be used to modify teacher preparation programs to better meet the needs of their teacher candidates. The brief amount of time given to the survey will yield significant data that is currently not being collected.

The Office of Public Instruction would like to thank you for your support. OPI contacts: Margaret Bowles, (406) 444-0716, mbowles@mt.gov, or Linda Peterson, (406) 444-5726, lvpeterson@mt.gov.

Career, Technical and Adult Education Division

Carl D. Perkins Grant Applications and Website

State Career and Vocational/Technical Education and federal Carl D. Perkins grant applications will be sent to all high school and K-12 districts around the second week of April. A technical assistance teleconference is scheduled for April 19 from 2:00 – 4:00 p.m. A recording of the teleconference will be placed on the OPI website so anyone who cannot attend the teleconference in person can access it via the web. More details about the teleconference will be included in the application packets.

The Career, Technical and Adult Education division has created a new web page. This web page contains articles from a variety of outside sources regarding the current status of Carl D. Perkins reauthorization. To access the articles click the [Carl Perkins 2005 Reauthorization Information](#) link on the Career, Technical and Adult Education (CTAE) or Career and Technical Education (CTE) web pages. OPI Contact: Karla Beagles (406) 444-9019 or kbeagles@mt.gov.

Montana Business Professionals of America (BPA) and DECA Conference

Montana high school business and marketing students attended the 2005 Montana Business Professionals of America (BPA) and Montana DECA conference in March. Students were met with glitz, glamour, and lights at the Opening Session on Sunday, March 6, 8:00 p.m. at the Heritage Inn. More than 1,260 students from 85 Montana state high school chapters competed over two days, by testing their knowledge and expertise in business and technological skills, public speaking, marketing, management, and

entrepreneurship. OPI Contact: Diana Fiedler, Montana BPA/DECA State Advisor, 444-7991, dfiedler@mt.gov

Educational Opportunity and Equity Division

Center on Education Policy Report Available

A copy of the Center on Education Policy report on NCLB is now available at
><http://www.cep-dc.org/pubs/nclby3/state>.

Pre-Advanced Placement Workshops

Two pre-AP workshops will be held:

1. For teachers grades 5 through 10: "Pre-AP Strategies in Science: Creating a Learner-Centered Classroom," July 12, 13 MSU Billings.

2. For administrators: "Pre-AP Instructional Leadership for Administrator," July 13, MSU Billings.

Click on this link to go to the announcement and registration

form: <http://www.opi.state.mt.us/PDF/AdvPlacement/05PreAPRegist.pdf>

OPI Contact: Kathleen Molloyhan, kathymolloyhan@mt.gov, 406-444-4317

AGATE conference & workshop

The 25th annual AGATE Conference will be held in Billings April 7-9. Contact Terri Porisch, porischt@billings.k12.mt.us for registration information.

Don't forget the pre-conference Grant Writing Workshop to be held in Billings April 6. Email Stephanie at answersplus@imt.net to register for this workshop. There is no charge for this session and lunch will be served.

Health Enhancement and Safety Division

Coordinated School Health

School Discipline Data Collection

This is a reminder to school districts that school discipline data must be submitted to the OPI by the end of the school year. The due date is June 30, 2005. Every school in every school district in the state must submit a completed report that includes all student suspensions or expulsions (and any non-student incidents involving drugs, weapons or violence) that took place during the school year (July 1, 2004 through June 30, 2005). If a school has no out-of-school suspensions or expulsions to report, the school must still submit a report with the "no incidents to report" box checked. We urge all schools to submit their data electronically. Information on school discipline reporting and submittal can be found on the OPI Web page at

<http://www.opi.state.mt.us/safeschools/index.html>, click the School Discipline Data Collection Training link on the right side of the screen. You will find the instruction manual, and worksheet that can be downloaded or printed out. Also at this site is a step-by-step instruction video that will walk you through the electronic process of entering and submitting your data. Click the "Watch now" button. (If you have problems accessing the step-by-step video on the Web, you may request a CD.) OPI contact: Marion Erp at 444-1951 (e-mail: merp@mt.gov) or Pat Reichert at 444-4430 (e-mail: preichert@mt.gov).

Risk-Behavior Prevention Training Opportunity

All Stars is a risk-behavior prevention curriculum that is currently being delivered in middle school classrooms nationwide. The curriculum is designed to delay the onset of alcohol, tobacco, illegal drugs, premature sexual activity, and violence with middle school students. Thirty middle school teachers will be given the opportunity to participate in a web-based training project during the fall of 2005 to test this research-based curriculum for one semester. The teachers will receive free curriculum materials, teacher training, a digital

camcorder and tripod, and up to \$450 in gift cards. Contact Melinda Pankratz at mpankratz@pire.org or 1-800-818-1057 x 622 or Annamae Giles at annamae@triad.rr.com or 1-336-918-7124 as soon as possible. It is expected that participating schools will be selected by May 15, 2005.

School Chemical Management Web Resources

MT DEQ recently sent an inventory to over four hundred schools in Montana, requesting information on chemicals in storage for use in science lab courses. Their purpose was to determine the types of chemicals present in school science labs and whether chemicals with potential hazardous characteristics were present. The response from schools was tremendous; over 37% of the 400 schools completed and returned inventories. A compilation report summarizing their findings was and a more complete summary list of the chemicals inventoried by schools is on the Montana School Lab website: <http://www.mdeqschoollabs.com>.

They are also organizing a series of one-day science lab safety and chemical training class. The class will be directed towards teachers and school administrators and will concentrate on lab safety, and chemical storage, handling, and disposal. In addition, the class will include other environmental concerns for schools such as asbestos, green purchasing and environmental management plans. Registration will be free and Continuing Education Units will be available. The class will be held at several different locations throughout the state.

For more information please contact MDEQ's Hazardous Waste Program at 406/444-5300 or go to the [Hazardous Waste Program](http://www.deq.state.mt.us/HazWaste/index.asp) website <http://www.deq.state.mt.us/HazWaste/index.asp>. You can also click on the following link for the hazardous waste specialist assigned to your region - [MT DEQ Regulatory Contacts](http://www.deq.state.mt.us/HazWaste/hazcntyreprs.asp). <http://www.deq.state.mt.us/HazWaste/hazcntyreprs.asp>

2005 YRBS – School-Specific Data Availability

The School-Specific data for the recently completed 2005 Youth Risk Behavior Survey should be available online by early May. The YRBS web site which includes the 2003 Reports, Trend data, Regional data, and School-Specific data is at www.opi.mt.gov/YRBS. For further information about the YRBS, contact Susan Court at 406-444-3178 or scourt@mt.gov.

School Nutrition Program

NEW School Wellness Policy Web Page for Montana Schools

Good news! There is a brand NEW Office of Public Instruction sponsored web page (<http://www.opi.state.mt.us/schoolfood/wellness.html>) that you can access for questions about the USDA requirements for a school wellness policy. All schools participating in the School Nutrition Programs (National School Lunch, School Breakfast, Special Milk, etc.) are required to have a policy in place by July of 2006. This web site includes the most recent updates from the USDA, policy requirements, and many resources for schools to use to develop their own policy. School personnel are encouraged to visit the web site and see what it's all about! OPI Contact: School Nutrition Programs, (406) 444-2501

Hazard Analysis and Critical Control Points (HACCP) Requirement Update

In 2004, Congress passed a law requiring each local educational agency participating in the USDA's School Nutrition Programs to implement a Hazard Analysis and Critical Control Points (HACCP) food safety system by July 2005. The USDA has **not** yet released specific guidance by which it will expect schools to implement this requirement. **The USDA expects to have HACCP guidance available in spring/summer 2005, and "envision(s) that School Food Authorities will be in the process of implementing HACCP by the beginning of 2005-06."**

The Office of Public Instruction (OPI), Department of Public Health and Human Services (DPHHS), and Montana State University (MSU) Extension are working together to streamline food safety requirements and education efforts in Montana. A *ServSafe* training (recommended prior to taking the HACCP course) and a HACCP training will be offered in conjunction with the Montana School Nutrition Association's annual conference in Great Falls on June 21, 2005. Additional trainings will be offered in the 2005-2006 and following school years with the understanding that HACCP implementation will be a process that requires time and training. As specific guidance is issued from USDA, it will be made available to schools promptly. OPI Contact: School Nutrition Programs, (406) 444-2501

NEW USDA Recipes for School Foodservice

Recipes from the 1988 *Quantity Recipes for School Food Service* and the 1995 *Tool Kit for Healthy School Meals* have been updated and reflect the changes made in the newest edition of the *Food Buying Guide for Child Nutrition Programs*. At present, the recipes are available only on the Web (http://www.nfsmi.org/Information/school_recipe_index_alpha.html) from NFSMI, Healthy School Meals Resource System, and Team Nutrition. The recipes will be printed by USDA/FNS at a later date. The recipes have all been quality tested, and are standardized for 50 and 100 portions. Foodservice staff are encouraged to visit the web site to access this valuable resource. OPI Contact: School Nutrition Programs, (406) 444-2501

Healthier US Challenge Web Site

Is your school interested in participating in the HealthierUS Challenge? Do you know what the Challenge is? School Nutrition Programs encourages you to visit the HealthierUS web site, <http://www.fns.usda.gov/tn/HealthierUS/index.htm>. The web site is new and improved, to help schools interested in learning more about the Challenge and how to apply. The web site includes the Application Packet, Criteria and Instructions, Food and Nutrient Guidance, Frequently Asked Questions and an Introduction/Overview. OPI Contact: School Nutrition Programs, (406) 444-2501

Recognition for Foodservice Managers

The Office of Public Instruction, School Nutrition Programs, would like to recognize all school food service staff with 20, 25 or 30 years of uninterrupted service to the profession. We would also like to recognize retiring staff that have 20 or more years of service in your school food service program. The Montana School Nutrition Association would also like to recognize these individuals. They will recognize these persons during the annual Montana School Nutrition Association conference in June. Please submit the names of food service staff meeting the above criteria so that they may be recognized for their dedication to the school nutrition programs. **The deadline is April 15, 2005.** If you would like to recognize someone in your school foodservice, or have questions, please contact: School Nutrition Programs, 444-2501

School Food Service Conference – June 21-23, 2005

Tell your foodservice managers to mark their calendars! The Montana School Nutrition Association in cooperation with the School Nutrition Programs of the Office of Public Instruction is hosting the Summer School Food Service Conference at the Holiday Inn in Great Falls on June 21-23, 2005. This three day conference provides high-quality professional development opportunities for directors, managers, supervisors, cooks, and general assistants. The conference also features a vendor trade show and the opportunity for managers to network with peers from around Montana. A conference registration brochure will be mailed to schools this spring. For more information: Montana School Nutrition Association, Carol Simanton, (406) 674-5432 or carols@montanavision.net

Defeating Diabetes: Part 4; April 15 in Billings and April 29 in Great Falls

This conference is a continuation of a series of trainings that were started by the Team Nutrition Program in the 2003-04 school year. This is a one-day conference for community members, schools, parents, diabetes educators, health professionals and public agencies on and/or near American Indian reservations; sponsored by the Montana Nutrition and Physical Activity Program and Montana Team Nutrition. See what Montana Native communities and national programs are doing to prevent diabetes and obesity, focusing on nutrition and physical activity. If you are interested in attending this workshop or would like more information: Montana Nutrition and Physical Activity Program, Ninia Baehr, (406) 994-5686, niniab@montana.edu

\$5000 Grants Available from Western Dairy Council

Western Dairy Council will award three \$5,000 grants to an organization or individual proposing innovative, community-based nutrition education programs aimed at empowering kids to become advocates for healthy eating, including three servings of dairy a day and an active lifestyle, which contribute to a healthy weight. Deadline for filing is May 13. Three \$5000 grants will be awarded. You can download the grant packet at www.wdairycouncil.com. For more information: Western Dairy Council, Judy Barbe, MS, RD, (307) 472-1830, www.wdairycouncil.com

HIV/AIDS/STD Program

HIV/AIDS/STD Prevention Education for Teachers – Summer Institute

The eighth annual summer training for teachers of HIV/AIDS/STD Prevention education will be held on June 13, 14 and 15 at the Helena Wingate Inn. The intensive 3-day institute will provide information and teaching strategies designed to reduce the risk for unintended pregnancy and infection with STDs, including HIV. The first eight teachers to register will receive two nights lodging. All participants will receive a “*Reducing the Risk*” teacher’s guide; a curriculum recognized by the Centers for Disease Control (CDC), to be effective in preventing unintended pregnancy and STDs. Registration deadline is May 13. To register contact Susan Court, HIV/AIDS Education specialist, at 406-444-3178 or scourt@mt.gov.

HIV/AIDS Teacher Training

An HIV/AIDS Teacher Training is the perfect educational opportunity for fulfilling PIR day requirements. The one-day training offers information on educational and work site safety policy that is recommended knowledge for all K-12 educators, (most especially health enhancement and FACS), bus drivers, school food staff, custodians, playground aides, and other school staff. Renewal units good toward educator licensure are provided through this training. To arrange a FREE training at your school contact Susan Court, OPI, at 406-444-3178 or scourt@mt.gov.

Driver Education/Advanced Driver Education **Annual Traffic Education Conference**

Registration information the April 24-26 conference in Billings is available online at www.opi.state.mt.us/driveded, and it is being mailed to all Montana traffic education teachers through the Montana Traffic Education Association spring newsletter. For more information contact Jim Carroll, Montana Traffic Education Executive Secretary at (406) 278-3285.

Advanced Driver Education—Montana DR.I.V.E.

Specialized behind-the-wheel school bus training is available at the OPI sponsored advanced driver education workshops each summer. The program is being renamed, Montana DR.I.V.E., for Driver In-Vehicle Education. Watch for information with this name to be mailed to your school. Registration for summer one-day workshops is available at

www.opi.state.mt.us/advdriver or contact Fran Penner-Ray at fpenner-ray@mt.gov or call (406) 444-4432.

Traffic Education Program Applications, Year-End Reports and Program Reimbursements

Information to submit program applications for school year 2005-2006 and summer 2006 will be mailed in May. Information for reporting on traffic education programs delivered in school year 2004-2005 will also be mailed at the same time. Please turn in TE03 and TE04 Student Lists and Signature pages at the completion of each class. Reimbursements are generated from the TE04 student lists and distributed to schools in August for programs completed the previous school year. OPI Contact: Fran Penner-Ray at fpenner-ray@mt.gov or call (406) 444-4432.

ADDITIONAL INFORMATION

School Library Survey Notification

The Montana Library Association School Library Media Division (SLMD) is sponsoring a survey to gather information on the status of school libraries in Montana. This survey will be conducted by a research team from the University of Montana in partnership with the Montana Office of Public Instruction (OPI) and the cooperation of the Montana State Library (MSL). The information gathered from this survey is vital to the assessment of school libraries in the state of Montana. The results of the survey will be available at <http://www2.umt.edu/dcs/Faculty/sillars/comm460/default.htm>. A copy of the survey was mailed to all schools and is to be returned by April 18, 2005. For more information, contact: Steve White at School: 406-626-2683 Home: 406-728-5979

More Librarians for Montana Schools

Montana State Library is in the happy position of having \$60,000 available for Montana's public, school (K-12), and tribal libraries to hire librarians. The Professional Education and Employment for Librarians (PEEL) grant, funded by the Institute of Museum and Library Services (IMLS), will help fund full time professional level positions for two years at two Montana libraries. Details and application materials for the PEEL Library Stipend Program are available at <http://msl.state.mt.us/greatcareer/stipendapp05.pdf>. All public (K-12) schools are eligible to apply for the stipends, which are for \$30,000 each. Libraries receiving the stipend are required to provide a cash match for the same amount. For details about the PEEL stipend program contact Sue Jackson at Montana State Library at 1-800-338-5087 or sujackson@mt.gov. 1-800-338-5087 (toll free in Montana), 406-444-5350, 406-444-0266 (fax)

U.S. Census Bureau released "Educational Attainment in the United States: 2004"

The U.S. Census Bureau released "Educational Attainment in the United States: 2004". This release includes state level data. CEIC's Montana QuickFacts and Montana By the Numbers have been updated with the new data. You can access both of these reports from CEIC's home page at <http://ceic.mt.gov/>. You can also access the detailed U.S. tables from the U.S. Census Bureau's web site at <http://www.census.gov/population/www/socdemo/educ-attn.html>

Free, 2-day, Lewis & Clark Bicentennial Workshop

For those interested in the free, 2-day, Lewis & Clark Bicentennial Workshop, April 26-27 in Missoula, details are now available on-line. The Workshop is sponsored by the US Army Corps of Engineers, the USDA Forest Service, Missoula Convention and Visitors Bureau, the Missoula Downtown Association, the Missoula Art Museum, and the Western Montana L&C Bicentennial Commission. For detailed schedule of events and registration information:

<http://www.missouladowntown.com/news/Press%20Release%20v4.doc>

MT 2004 Prevention Needs Assessment Data Available

The 2004 Prevention Needs Assessment data for Montana is now available on the Prevention Resource Center website. <http://prevention.mt.gov/pna/default.asp>

Montana Mining Association Student Scholarship

The Montana Mining Association has set up a scholarship for residents of Montana who are attending Montana Tech and majoring in: Mining Engineering, Metallurgical Engineering, Geological Engineering, Environmental Engineering, or Geophysical Engineering. Further information can be found at <http://www.montanamining.org>

Congressional Art Competition

In 1982, Members of Congress initiated an annual art competition entitled An Artistic Discovery. Every year since its inception, House Members have held locally judged competitions within their districts. The winning piece of art from each Congressional district is displayed in the Cannon Tunnel, a pedestrian walkway leading to the United States Capitol, for one year. This walkway is frequented by Members of Congress, staff and the general public as they enter the Capitol Building and thus provides an opportunity for thousands to enjoy the artistic talents of young artists from every Congressional district. The artwork will be on display for one year and will then be returned to the student.

Montana Congressman Dennis Rehberg would like to invite the students of your high school to participate in An Artistic Discovery this year. This is a unique opportunity to showcase the creativity of Montana's students.

Due to the generosity of Northwest Airlines, the first place entry winner will receive complimentary airfare so that he or she may attend the unveiling ceremony here in Washington D.C. Complimentary airfare will also be provided for an accompanying parent or guardian.

Each student participating in the contest should mail his or her art to:

Congressman Denny Rehberg
1201 Grand Avenue, Suite 1
Billings, MT 59102

The deadline for receiving an original entry is May 13, 2005 at 5:00 p.m. The student release form (<http://www.opi.state.mt.us/Superintendent/ArtCompetition.pdf>) must accompany the artwork or be faxed in advance to Rehberg's Billings office at (406) 256-4934. This ensures the winning student's name will be included in the unveiling ceremony in Washington, D.C. An Avery label must also be affixed to the art piece. Please refer to the contest rules at <http://www.opi.state.mt.us/pdf/superintendent/MASS/CongArtContst.pdf> for further details about the competition. Contact: Ruth Bond at 1-888-232-2626 or 406-256-1019.

Montana Council of Teachers of Mathematics (MCTM) Professional Development Academy

The summer, July 5th, 2005 – July 8th, 2005, there is a special workshop for administrators, math coaches, math resource teachers, and lead teachers examining ways to build student proficiency in math. The workshop is taught by two elementary math coaches from Billings. For any administrators and lead teachers who want to learn what is involved in improving performance in K-5 math, this workshop is a must.

Registration includes meals and lodging at the Montana Learning Center at Canyon Ferry Lake. Administrators who are reformatting their resource and title programs to provide math coaches will want to consider attending this program with their new math coach.

Participants will pay a fee of \$400 for MCTM members or a fee of \$425 for non-members. Registrations are due April 1, 2005 with your non-refundable \$100 deposit. Balance must be paid by check or PO by May 1st. If a minimum of 25 participants do not register, the \$100 deposit will be refunded. (The cost is \$300 MCTM member or \$325 nonmember if you will not be staying at the Montana Learning Center) For more information contact Linda Horst at horstl@billings.k12.mt.us or

<http://www.opi.state.mt.us/Superintendent/MASS/05SummerMath.pdf>

OPI Calendar

Don't forget about the OPI Calendar. It can help you find deadlines, professional opportunities and more. <http://www.opi.state.mt.us/calendar>

Scholarship Information

If you are looking for scholarships or grants, don't forget to check out OPI's scholarship list at: <http://www.metnet.state.mt.us/EdNews/0000D93D-80000007/?WasRead=1>